

SAFEKEEPING OF DOCUMENTS

A - STORAGE OF CLASSIFIED DOCUMENTS (including secretarial notes, carbons and stencils)

TOP SECRET AND SECRET DOCUMENTS will be stored in safes or fire-resistant safe type file cabinets with not less than 3-way built in combination locks.

CONFIDENTIAL DOCUMENTS, NOT REGISTERED may be stored in ordinary steel lock files equipped with certified steel bars with combination type padlocks, if combination safes or safe type file cabinets are not available.

RESTRICTED DOCUMENTS, NOT REGISTERED should be stored in ordinary steel lock file cabinets, but they may be kept in desks, cabinets or other storage places where they will be out of view.

REGISTERED DOCUMENTS, irrespective of classification, will be stored in combination safes or safe type file cabinets.

ARMED GUARD. In certain unusual circumstances, or if, for operational reasons, it is not possible to apply the foregoing storage requirements, arrangements may be made, subject to the approval of the Security Officer, CIG, to safeguard the documents under armed guard, when not in use.

B - GENERAL

The safekeeping of classified documents is of prime importance. The foregoing storage requirements, prescribed for the various security classifications, must be strictly adhered to. Documents classified above RESTRICTED will not be kept in locked desks or other substitutes, nor will they be left unprotected at any time. Classified material will not be taken home.

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All work thereon must be performed in the office where it can be fully protected. Precautions should be taken to prevent unauthorized persons from seeing classified documents while work is being performed on them.

13. SECURITY OF BUILDINGS AND INSTALLATIONS.

1. ADMITTANCE OF EMPLOYEES AND OTHER GOVERNMENT PERSONNEL.

A. All such persons entering, remaining in, or leaving CIG buildings during regular work hours will be required to display authorized identification credentials, as set forth below:

- (1) PERSONS REGULARLY EMPLOYED BY, OR PERMANENTLY ASSIGNED TO CIG will be furnished with numbered, rectangular photographic badges, as follows:

GREEN BORDERED BADGE admitting bearer to all CIG buildings.

YELLOW BORDERED BADGE admitting bearer to all CIG buildings with the exception of Administration and Que Buildings. A holder of a yellow bordered badge may enter either of these two buildings without a visitor pass, by having the Receptionist confirm his appointment with the CIG staff member whom he wishes to see. The Receptionist will thereupon instruct the Guard to admit the employee who, upon leaving the building will merely be required to display his identification badge.

CIG COURIERS AND MESSENGERS will be issued GREEN

BORDERED BADGES with the word "COURIER" stamped on the

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margin of the photograph in the badge. They will thus have access to all CIG buildings.

RESTRICTED AREA - SIGNAL CENTER, COMMUNICATIONS

DIVISION, SOUTH BUILDING. The Guard stationed at that post will admit the holder of either a GREEN or YELLOW bordered badge with a green band across the upper left-hand corner. All other persons will be denied admittance to that area except on specific permission of the Chief, Signal Center, or his superior.

(2) EMPLOYEES OF CERTAIN OTHER GOVERNMENT AGENCIES

TEMPORARILY ASSIGNED TO CIG or who, in the discharge of their official duties, are required to have frequent access to CIG offices, will be furnished, subject to the approval of the CIG Security Officer, with numbered limited photographic passes, rectangular in shape, bearing issuance dates, expiration dates, names of persons to whom issued and signature of the CIG Security Officer, as follows:

RED BORDERED LIMITED BADGE admitting bearer to those CIG buildings or areas specifically described thereon during the period for which it is issued, unless previously revoked.

(3) PUBLIC BUILDINGS ADMINISTRATION MAINTENANCE EMPLOYEES

will be admitted upon displaying proper P.B.A. identification badges issued by that agency. Special workmen

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will be admitted only by prior arrangement with the Security Division. Except in an emergency, the only maintenance workers to be permitted to enter CIG buildings during non-work hours shall be the members of the char force. No exceptions will be made without the approval of the Security Division, P. & A. Branch. All such persons will sign a special log at the Guard desk upon entering and leaving the building after hours.

Staff members of CIG are warned to exercise caution with respect to conversation and exposed classified material when carpenters, electricians, Telephone Company employees, char people or other maintenance workers are present in their offices. Rooms must not be left unoccupied at such times unless classified material has been securely locked in suitable containers. Any attempt by such persons to overhear conversations or to read classified material should be reported to the Security Officer at once.

- (4) FORGOTTEN IDENTIFICATION CREDENTIALS. Employees and holders of limited passes who forget their identification credentials will apply to the Receptionist for Visitor Passes in order to gain admittance to their offices. Before issuing such a pass the Receptionist will request that the applicant be identified by his superior or

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other responsible CIG staff member. The pass will be conspicuously marked "FORGOTTEN BADGE," and no escort will be required to accompany the applicant in or out of the building.

- (5) ADMITTANCE TO BUILDINGS AFTER HOURS. Employees and holders of limited passes who enter CIG buildings after 7:00 P.M. on Mondays through Fridays, or on Saturdays, Sundays and holidays, will sign the Guard register upon entering and leaving buildings, in addition to displaying their identification credentials.

2. ADMITTANCE OF VISITORS.

Casual or social visitors will not be permitted to enter CIG buildings, and staff members will not request exceptions to this rule. Visitors, as hereinafter referred to, shall be construed to mean persons on official business.

All visitors shall be directed to the Receptionist, and thereafter admitted to the building only if accompanied by CIG escorts and upon presentation of duly executed Visitor Passes. A Visitor Pass will not be issued unless authorized by the CIG staff member concerned with the interview.

If available, the Receptionist will serve as the escort, accompanying the visitor to the office of the interviewer. If not available at the time, the Receptionist will request the interviewer to assign one of his office staff to escort the visitor. When the interview has been completed the CIG staff

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member may call the Receptionist to escort the visitor from the building, or he may call upon an office employee for that purpose if the Receptionist is unable to leave her post. Visitors will not be permitted to wander through buildings unescorted.

The interviewer will sign his name on the Visitor Pass in the space provided for that purpose in Section 2 of the pass.

The Visitor Pass shall be surrendered to the Receptionist as the visitor leaves the building, or to the building Guard if the Receptionist has left for the day. The Guard shall turn all collected Visitor Passes over to the Receptionist on the following morning.

A person desiring to visit CIG offices during nonworking hours, including Saturdays, Sundays and holidays, will be required to execute a special visitor admittance form furnished by the Guard after the latter has confirmed the appointment with the CIG staff member. The CIG staff member will sign the form, assuming responsibility for the visitor, and will escort the visitor from the Guard desk. Upon completion of the interview, the staff member will escort the visitor from the building, at which time the Visitor Pass will be surrendered to the Guard. The visitor, upon entering and leaving the building, will sign the Guard register.

Visitor entrances shall be confined to one for each building, with the exception of Que Building, in which there shall be two entrances for visitor use.

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3. RECEPTIONIST STAFF.

The Receptionist staff of CIG will be responsible for the courteous reception of visitors; discreetly determining the nature of the visits; arranging of interviews; issuance of Visitor Passes upon confirmation of appointments with the appropriate CIG staff members; issuance of Visitor Passes to employees who have forgotten their identification credentials; the furnishing of escorts for visitors to and from the interviewers' offices; the maintenance of visitor logs in which are recorded visitors' names and addresses, names and room numbers of persons visited, and the general purposes of the visits; and the preparation of reports related to the Receptionist operation.

4. GUARDS.

Building Guards furnished by the Public Buildings Administration will admit into CIG buildings only those persons with proper identification credentials authorized for the respective buildings, and visitors to whom Visitor Passes have been issued and who are accompanied by escorts. Employees and holders of limited passes who have forgotten their badges, and to whom Visitor Passes marked "FORGOTTEN BADGE" have been issued, will be admitted without benefit of escorts.

The Guards will patrol the offices after hours for the purpose of checking safes and windows, inspecting tops of desks and other equipment for exposed classified material, and maintain after-hour Guard registers of visitors and employees who enter CIG

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buildings after hours or on Saturdays, Sundays and holidays. Security violations detected by the Guards during their patrols will be reported to the Security Office.

The Guards perform these functions under the orders and instructions of the Security Office, and all members of CIG are expected to cooperate with the Guards in the performance of their duties.

5. KEYS TO OFFICES.

Keys to offices will be kept at the Guard desks by the building Guards. Normally, offices will not be locked after duty hours. Staff Chiefs may cause to be locked any rooms they deem necessary for security reasons, upon prior arrangement with the Security Officer, CIG. Such rooms will be considered "RESTRICTED AREAS" and only specifically authorized persons will be admitted thereto by the Guards. Persons not regularly assigned to "RESTRICTED AREAS" will not be permitted to enter such areas during regular work hours unless permission is granted by the staff Chief.

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